



CHILD DEVELOPMENT PERMIT APPLICATION CHECKLIST

Place the Required Items in the Following Order:

- ☐ Cashier's Check/Money Order
 - Full application fee (currently \$55.00)
 - Half-fee (currently \$27.50) allowed when upgrading a permit within 3 years of its initial issuance

- NOTE: When a permit holder completes all of the requirements for a higher level child development permit within three years of the date of initial issuance, he/she may submit an application for the higher-level permit and pay only half the current application fee.*

- ☐ Completed Application Form ([41-4](#) for first-time applicants or [41-REN](#) for renewal)
 - Personal Information
 - Type of Permit
 - All Personal and Professional Fitness Questions must be answered. All yes answers require a full explanation on a separate sheet of paper.
 - All sections of Oath and Affidavit must be completed

- ☐ Request for LiveScan Service ([41-LS](#)) for first-time applicants – Photocopy is acceptable

- ☐ Transcripts
 - Legible photocopies attached

- ☐ Miscellaneous Information
 - Form [CL-877](#) (*Verification of Family Child Care Attendance*)
 - Form [CL-878](#) (*Verification of Family Child Care Experience*)
 - Photocopies of family child care licenses, etc.